

Planning for Accessible Public Meetings Toolbox

The Olmstead Office has organized a variety of tips and resources that will help you plan and host accessible public meetings. When we created this list, it was primarily for State of Minnesota agencies, but local government entities and other organizations can also use many of these resources to increase the accessibility of their events.

General meeting planning and operationalizing

The U.S. Department of Justice has a thorough document that includes a comprehensive list of considerations and tips for delivering on accessibility requirements for meetings.

[Accessible Meeting planner from Department of Justice](#)

Whenever appropriate, build a partnership with the on-site host. This helps ensure the site is prepared to host an accessible event.

Ahead of the event and prior to the arrival of guests, set up signage that directs people with disabilities to the accessible features and spaces in a facility.

Additional information is available through the [Minnesota State Council on Disability](#).

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Phone: 651-361-7800 (V/TTY)

Toll-free: 1-800-945-8913 (V/TTY)

Fax: 651-296-5935

Translation services

Interpreters for CART and ASL can be reserved via the Department of Administration's master contract. This contract can be found on the Department's website: [Administration's ASL and CART master contract](#)

Presentation and meeting materials

Utilize People first language - [People First Language Examples](#)

Resources for making documents and presentations accessible are available on the MN.IT website: [MN.IT Accessibility site](#)

Before the event, check all PowerPoint presentations for accessibility. (File -> Info -> Prepare for Sharing -> Check for Issues -> Check Accessibility. Then follow the prompts.)

Presentation and meeting materials
Materials distributed at the meeting must be available in an accessible format.
Write all text materials in plain language and at no more than a seventh-grade reading level.
Include a reasonable accommodation statement on all materials.